

### SUGGESTED CHANGES FOR SUBSEQUENT APPS

Because of the timing of the completion of this APP, the FY 73 figures are useful only as an indication of positive planning for FY 74 on the part of the Directorates. The FY 74 figures, however, will provide the base for future reviews of the planning results as well as for the subsequent plans. Consideration should be given to subsequent APPs to be so constructed as to show both the past fiscal year plans and the achievements and the next fiscal year.

Whatever the format, there are several mechanical features which should be considered before the preparation of the new APP.

- (1) The grade range groupings should be made the same for all charts so as to facilitate comparisons.
- (2) The Staff Personnel Gains Section should include a section for the missing gains element...the technical, Wage Board and/or military.
- (3) The instructions for the Desired Alterations should be more specific....
  - (a) If an increase is programmed for FY 74, it should not also be in the three year projection...or if it is, this should be consistent with all, and be part of the instructions.
  - (b) Increases and decreases in skills created by in-house training should be listed separately. New skills which would have to be acquired from outside the Agency would be so noted, and given our ceiling problems, such increases should have a corresponding decrease.
- (4) The Mobility Section should be in two parts---intra and inter Directorate. Given the large number of different career designations within Directorates, this has been a confusing section to many of the officers preparing the reports.
- (5) Promotions of Professionals...the percentages should be computed in relation to either the total number of personnel in the grade, or to the number of professionals in the grade. If we are interested in time in grade as a whole, it may be revealing to have this same information for the clerical and

the technical personnel at the same grade levels. The base for computing percentages should be the same kind as for the professional...either all in the grade, or the total in the pertinent category/grade.

- (6) Future comparisons involving EEO statistics will be more meaningful in relation to the total number of professional personnel at each grade concerned.
- (7) All APPs should be computed as of a set date and reviewed within a reasonably short time thereafter. Given the time spread in the present APP, we have no assurances there are not duplicates of numbers/persons...or complete omissions.
- (8) If the Training Sections are to be continued, thought should be given to advancing the plans by a year. As now prepared, the information can only serve as a check for OTR for on-going enrollments. On the other hand, if it is considered only as an aid in focusing on personnel planning in training terms, it should probably also be a year in advance of the FY planning year in order to insure its implementation.
- (9) Lateral Entry - If we want real information on the input from outside the Agency, apart from CTs, this section should include at least GS-9 professionals and above. (Present form includes only GS-12 and above.) The DDI has a considerable input of professionals at the lower grades beginning with GS-7.